

Memorandum



TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: January 18, 2006

Re: Minutes of the January 5, 2006 Finance Committee Meeting

Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on January 5, 2005, at 4:00 p.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

County Treasurer's Report: Bryan Tippie, Budget Director, presented the Treasurer's Report for the Finance Committee's consideration. The Committee Chairman requested a revision to future reports which would reflect a comparison between total real estate and personal property tax and the remaining delinquent amount.

County Attorney's Report: Jeanette Irby, County Attorney's Office, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

FY 2006

1. **School Division - \$96,929**
 - a. \$6,527 from State Career & Technical Education funds was approved for appropriation to the School Division for Industry Credentials for Students.
 - b. \$80,402 from a Federal Title I Grant was approved for appropriation to the School Division for improving basic instructional programs.
 - c. \$10,000 from State Title X, Part C McKinney-Vento Homeless Education Assistance Act was approved for tutoring and counseling services.
2. **Sheriff's Office - \$13,936**
 - a. \$6,076 from insurance reimbursement was approved for appropriation to the Sheriff's Office to repair damaged vehicles from two separate accidents in October.

- b. \$2,203 from insurance reimbursement was approved for appropriation to the Sheriff's Office to repair a vehicle damaged while working a citizen traffic accident in November.
- c. \$5,657 from insurance reimbursement was approved for appropriation to the Sheriff's Office to repair a vehicle damaged in October.
- 3. Fire and Rescue Association (F&RA) - \$9,756**
\$9,756 from a State of Virginia Fire Services Board Mini-Training Grant was approved for appropriation to the F&RA to purchase small tools and equipment for student training at Fauquier High School.
- 4. Conservation Easement Service District (CESD) - \$50,000**
\$50,000 donation from Dominion Virginia Power Company was approved for appropriation to the CESD Fund for the Purchase of Development Rights Program.
- 5. Environmental Services Enterprise Fund - \$46,000**
\$46,000 in proceeds from the sale of Environmental Services equipment was approved for appropriation back to the Department for the purchase an improved piece of equipment.

Transfers:

Budget Office - \$2,614

\$2,614 in appropriations from two completed Capital Improvement Program Projects was approved for transfer to the Capital Construction Reserve account.

Regular Agenda

Supplemental Appropriations:

FY 2006

- 1. County Administration - \$375,000**
\$375,000 from the Contingency Reserve was approved for appropriation to the Capital Fund to support construction costs for the Adult Detention Center and the Courthouse.
- 2. Community Development - \$678,804**
\$678,804 in proffer revenue currently in Fund 100 and Fund 302 was approved for appropriation to the new separate Proffer Fund.
- 3. Parks and Recreation – \$32,000 POSTPONED**
\$32,000 from Fund Balance - Carryover was postponed until the State provides information on the construction timeframe of a new concession/restroom facility at Lake Brittle.

Transfers:

FY 2006

1. **Finance - \$26,117 POSTPONED**
\$26,117 requested to support a new Senior Accountant (Financial Systems Manager) position for four months in the current year was postponed until the next Finance Committee Meeting.
2. **Sheriff's Office - \$168,468**
 - a. \$150,000 request to support a mobile command unit was withdrawn from the agenda at this time. **WITHDRAWN**
 - b. \$18,468 request to change a part time temporary position to a full time permanent position to support the Adult Detention Center was recommended for approval and will be funded within the Sheriff's Office budget.
3. **Parks & Recreation - \$51,092**
\$51,902 from the Contingency Reserve was approved for transfer to the Parks & Recreation budget to hire staff to improve the operations, maintenance and security at Lake Brittle.

De-appropriation

School Division – (\$751,754)

\$751,754 from the Claude Thompson Elementary School Renovation Project was recommended for de-appropriation due to the revision of the project's total cost.

Comments

1. **Finance: Vivian McGettigan, Finance Director**
 - a. Health Insurance – Health insurance costs for December increased 8.2% over same period in the prior year. Average monthly expenditure for FY 2006 is \$1,039,646.
 - b. Audit Services - Mrs. McGettigan briefed the Finance Committee on the process that will be used to contract audit service, for FY 2007.
2. **Budget: Bryan Tippie, Budget Director**
 - a. Revenue Report – There was no change from the December Finance Committee report.
 - b. Transfer Clarification – All transfers **within** a department's budget can be approved by the County Administrator.
 - c. School Year End Request - Mr. Tippie briefed on the School's intent to bring to the next Finance Committee Meeting a request totaling approximately \$4.4 million. \$2.7 million would be from School's FY 2005

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year end balance and their funding in the Construction Reserve. The remaining \$1.7 million would be a request to use cash funding currently available for the new high school to purchase modular classroom.

**The next Finance Committee Meeting will be
January 26, 2006 at 4:00 p.m.**